

NATIONAL ENDOWMENT FOR THE HUMANITIES

**SAMPLE BUDGET FOR LANDMARKS OF AMERICAN HISTORY AND CULTURE: WORKSHOPS FOR SCHOOL TEACHER**

<b>A.</b>	<b>Participant Stipends</b>		
	4 1-week workshops; 200 participants @\$500		\$100,000
<b>B.</b>	<b>OPERATING COSTS</b>		
<b>1.</b>	<b>Salaries and Wages</b>		
	<b>a. Project Director</b> (20% of academic year salary \$75,000)		\$15,000
	<b>b. Faculty</b>		
	8 Faculty (2 per workshop): \$500/day for 5 days each		\$20,000
	<b>c. Secretarial Support and Graduate Assistants</b>		
	Secretary: 5 months x 30% of \$24,000 = \$3,000		
	Graduate Asst: \$10/hr x 20 hrs/week x 4 weeks = \$800		\$3,800
<b>2.</b>	<b>Fringe Benefits</b>		
	20% of \$15,000		\$3,000
<b>3.</b>	<b>Supplies and Materials (Consumables)</b>		
	Miscellaneous office supplies = \$300		
	Materials (200 sets x \$25) = \$5,000		
	Publicity = \$1,000		\$6,300
<b>4.</b>	<b>Services</b>		
	Postage = \$500		
	Telephone = \$1,000		
	Duplicating = \$500		\$2,000
<b>5.</b>	<b>Consultant Fees and Honoraria</b>		
	1 master teacher x 20 days x \$250/day		\$5,000
	8 visiting faculty x \$500/day for 2 days		\$8,000
<b>6.</b>	<b>Professional Travel and Subsistence</b>		
	Faculty (8 out of state)	Airfares: 8 @ \$800 = \$6,400	
		Per diems: 8 x 2 days @ \$200 = \$3,200	
	Participants:	Airfare: 200 @ \$300 = \$60,000	
	Director, Project Directors'	Airfare = \$400	
	Meeting	Per diem = \$200	
			\$70,200
<b>7.</b>	<b>Total Operating Costs</b>		\$133,300
<b>C.</b>	<b>INDIRECT COSTS:</b>		
	Negotiated rate based on appropriate share of Total Operating Costs only (Item B.7): 30% of \$133,300		\$39,990

<b>D.</b>	<b>TOTAL PROJECT COSTS (add A, B, &amp; C)</b>	<b>\$273,290</b>
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